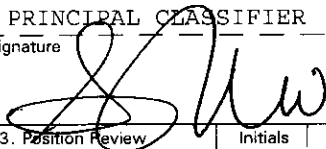


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) STANDARD MWR NAF PD						3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. CNIC-STD-5					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive									
13. Competitive Level Code						14. Agency Use											
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review		CHILD & YOUTH PROGRAM LEADER				CY		1702		II		SN		7-18-08			
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office		C&Y PROGRAM LEADER				GSE		1702		05							
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment						c. Third Subdivision											
a. First Subdivision						d. Fourth Subdivision											
b. Second Subdivision						e. Fifth Subdivision											
19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature _____ Date _____						Signature _____ Date _____											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position OPM PC GENERAL EDUCATION & TRNG SERIES GS 1702 TS-109 OCT 91											
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature  Date 7-18-08																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

Child and Youth Program Leader CY-1702-II (GSE-05)

Introduction

The purpose of the Child and Youth Program (CYP) Leader is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. This includes the provision of guidance, assistance, and mentoring for the CY Program Assistants.

The incumbent works under the direction of the supervisor, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

Major Duties and Responsibilities

The duties and responsibilities of the CYP Leader have been grouped into categories, including mentor, curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- Serves as a mentor for assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees. Assists lower-level employees in completing the Standardized Module Training.
- Assists the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Frequently consults with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special

dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.

- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays and bulletin boards.
- Arranges for and/or serves appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity areas.
- Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation command policies, guidance, and standards.
- Maintains control of and accounts for the whereabouts and safety of children and youth.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.
- Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation command personnel.
- Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Completes all training requirements, including orientation, monthly, annual, and the approved Department of Navy (DoN) Standardized Module Training.
- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.

Classification Factors**Factor 1. Knowledge, Skills and Abilities Required by the Position**

- At least 18 years of age with a high school diploma or equivalent AND
- An incumbent must have one of the following:
 - A Child Development Associate (CDA) credential or Military School-Age (MSA) credential AND completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.
 - OR**
 - A minimum of a 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate.
- Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Possess maturity and judgment and be capable of handling emergency situations.
- Demonstrates skills to provide leadership, mentoring, and guidance to CY Program Assistants and possesses an understanding of the interests and motivation of individuals and groups in a CYP environment.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.

- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Ability to develop curriculum outlines and lesson plans/guides.
- Demonstrates organizational skills necessary for program planning and employee scheduling.
- Speak, read and write English and possess strong interpersonal skills.
- Ability to complete all DoN training requirements within specified timeframes, including orientation, initial, and ongoing training requirements.
- Ability to obtain a food handler's card.
- Ability to obtain a driver's license if required
- Ability to obtain a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Incumbent works under general supervision of CYP Director or designated supervisor. Assistance and guidance are available, but incumbent has a great deal of flexibility in selecting, altering, and improving activities. Incumbent is expected to use initiative and creativity in accomplishing goals and objectives. Consults with the CYP Director or T&C Specialist when unusual situations are encountered. Work is reviewed in terms of results and adherence to established standards and procedures.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, the Military Child Care Act (MCCA), DODINST 6060.2, OPNAVINST 1700.9 series, NAVMED P-5010, Standard Operating Procedures, and all other applicable instructions and regulations and generally accepted standards of the profession. Other guidelines include the National Association for the Education of Young Children (NAEYC) standards, National AfterSchool Association (NAA) standards, National Association for Family Child Care (NAFCC) standards, and the Boys and Girls Club of America (BGCA) curricula. The incumbent implements program policies, regulations, standards, and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

The work includes numerous different and unrelated processes, methods and procedures concerning the wide variety of activities in a CYP. The developmental activities are conducted throughout the year. The nature of the programs offered are such that regular employee planning sessions must be conducted by incumbent to decide what activities are to be scheduled, how they are to be coordinated between groups, what resources are needed, etc.

Incumbent works and guides employees toward achieving or retaining DoD Certification and accreditation. The incumbent must provide input to the CYP Director and the T&C Specialist who develop and refine methods and techniques to continually improve services.

Factor 5. Scope and Effect

The primary purpose of the position is to provide leadership, assistance, and mentoring for CY Program Assistants and to contribute to the efficient operation and administration of the program(s) and related activities. This contributes to the emotional wellbeing and morale of the military and civilian personnel whose children and youth attend the CY program.

Factor 6. Personal Contacts

Personal contacts are with the CYP Director, T&C Specialist, children and youth, their parents, employees, and base civilian and military personnel. The incumbent has other contacts with members of the general public, individually or in groups, members of national and local child and youth organizations, school officials and representatives of local child and youth organizations, and representatives of local civic volunteer groups.

Factor 7. Purpose of Contacts

Contacts with children and youth and their parents are to determine their needs in order to provide and maintain a safe, developmentally appropriate environment. Contacts with employees are to keep apprised of goals and objectives and to mentor, assist and train CY Program Assistants. Contacts with the military community and agencies are to coordinate available activities for the children and youth. Incumbent is a main liaison between CYP Director and CY Program Assistants and is at times a representative before parent groups, the general public, and local civic volunteer groups.

Factor 8. Physical Demands

The incumbent is required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

Factor 9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs and services, such as exposure to disease and injuries from lifting. Activities are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated and ventilated. The incumbent may be required to work an uncommon tour of duty, including evening and weekend work.